

BOARD SURVEY

This survey is part of the Montana Department of Public Health & Human Services, IHSB monitoring process for organizations that receive Community Services Block Grant (CSBG) funds. Please take a few moments to complete this survey. Please return completed surveys by email to [REDACTED] Energy & Community Services Specialist, (email) or by fax to (406) [REDACTED] before x/x/xxx in order to provide adequate review time prior to the agency's upcoming onsite monitoring visit, which is scheduled for [REDACTED]. Please contact me with any questions at the above email or phone number. Thank you for your time and for being a leader in the fight against poverty in the great state of Montana.

Board Member Survey

Agency Name _____
Name _____ Date _____
Officer Title (if applicable) _____

1. How long have you been a board member?

☐ Less than 1 year ☐ 5 to 9 years ☐ 1 to 4 years ☐ 10 years or longer

2. What sector do you represent on the board? Please check:

- ☐ Public
☐ Low-Income Individuals and Families
☐ Private
☐ I don't know

3. If you represent low-income individuals and families, were you democratically selected?

☐ Yes ☐ No ☐ I Don't Know

4. If you represent a public official or specific group or organization do you provide regular reports about the board meetings to the person or group you represent?

☐ Yes ☐ No ☐ This does not apply to me.

5. Please check the following agency documents to which you have access and/or you have reviewed:

- ☐ Certificate of Incorporation
☐ Bylaws
☐ Board Manual/Board Policies and Procedures
☐ Personnel Policies and Procedures
☐ Fiscal Manual
☐ Strategic Plan

6. How often are board meetings held? _____

7. Who chairs your board meetings? _____

8. Are you a member of any board committees?

☐ Yes ☐ No

If yes, which committee? _____

How frequently does this committee meet? ☐ Monthly ☐ Quarterly ☐ As needed

☐ Other _____

Are minutes kept for your committee's meetings? ☐ Yes ☐ No

9. Does the board perform a periodic performance review of the executive director?

☐ Yes ☐ No

If yes, did you participate in the most recent performance review? ☐ Yes ☐ No

10. Does the agency have directors' and officers' liability insurance? (This is not a requirement.)

☐ Yes ☐ No ☐ I don't know

11. Did you have a role in the development and/or review of the community needs assessment?

☐ Yes ☐ No

If yes, please describe your role: _____

12. Did you review the agency's most recent annual CSBG application?

☐ Yes ☐ No

Did you have a role in developing the work plan and program goals that are outlined in the CSBG application?

☐ Yes ☐ No

If yes, please describe your role: _____

13. Have you been informed of the Organizational Standards for Community Action Agencies?

☐ Yes ☐ No

14. Does every board meeting include updates on the agency's programs? ☐ Yes ☐ No

(Org. Standard 5.9)

15. Have you signed a Conflict of Interest statement within the past 2 years? *(Org. Standard 5.6)*

☐ Yes ☐ No

Board Development and Training

16. Did you receive an orientation within your first six months as a new board member? *(Org. Standard 5.7)*

☐ Yes ☐ No

If yes, from whom? _____

17. Have you received training on the following within the past 1 to 2 years:

Parliamentary procedures ☐ Yes ☐ No ☐ I would like to receive this training
Board governance/responsibilities ☐ Yes ☐ No ☐ I would like to receive this training
Internal control procedures ☐ Yes ☐ No ☐ I would like to receive this training
Fiduciary responsibilities ☐ Yes ☐ No ☐ I would like to receive this training
Community action history ☐ Yes ☐ No ☐ I would like to receive this training
CSBG rules and regulations ☐ Yes ☐ No ☐ I would like to receive this training
ROMA (Results Oriented Management and Accountability)
☐ Yes ☐ No ☐ I would like to receive this training

Fiscal Controls

18. Have you participated in the review of the following?

☐ Cost allocation plan
☐ Indirect cost proposal (if your agency has one)
☐ **IRS Form 990**
☐ Annual audit
☐ Travel policy
☐ Executive director's contract/compensation package
☐ Annual agency budget

19. Did the agency operate at a deficit or surplus in the most recent fiscal year?

☐☐ Deficit ☐ Surplus ☐ I don't know

20. Does the finance officer provide reports of income and expenses to the board?

☐ Yes ☐ No

If yes, how often? _____

21. Did you receive training to understand financial reports and the audit?

☐ Yes ☐ No

If yes, who provided the training?

☐ CFO/finance director
☐ Executive director
☐ Finance or audit committee
☐ Board of directors
☐ Other _____

22. Who is responsible for signing agency checks? _____

23. Who approves the executive director's expenses? _____

24. Is the *IRS Form 990* filed in a timely manner?

☐ Yes ☐ No ☐ I don't know

25. Are there any legal actions pending against the agency?

☐ Yes ☐ No ☐ I don't know

If yes, please explain: _____

26. Does the board review and approve all substantial agency transactions, such as the agency borrowing money or purchasing property?

☐ Yes ☐ No ☐ I don't know

This page will only be sent to the board treasurer (and finance chair, if that is a different person).

Supplemental Questions for the Board Treasurer/Finance Committee Chair

1. Is there a finance committee of the board? ☐ Yes ☐ No

If yes, how many members? _____

2. How often does the committee meet? _____

3. Are the minutes of the committee meetings provided to the board? ☐ Yes ☐ No

4. What items are routinely covered by the finance committee?

5. Does the finance committee analyze expenditure reports and provide a report to the board? ☐ Yes ☐ No

6. When expenses exceed budget, how is this dealt with?

7. Does the finance committee use the agency's fiscal manual during meetings? ☐ Yes ☐ No

8. How are costs allocated to programs?

9. How many bank accounts does the agency have? _____

Does the finance committee receive regular reports on the status of the accounts? ☐ Yes ☐ No
Who has access to the bank accounts?

10. Is there a periodic review of financial operation of the agency? ☐ Yes ☐ No

11. What process is used to ensure that required fiscal reports and tax documents are submitted?

12. Does the agency's auditor present the audit to the board or a committee of the board?

☐ Yes ☐ No (*Org. Standard 8.3*)

13. Does the board formally receive and accept the audit? ☐ Yes ☐ No (*Org. Standard 8.4*)

14. Does the finance committee play a role in the development of agency fiscal policies?

☐ Yes ☐ No

Review and Summarize Results of the Board Member Survey

Date board surveys were sent out _____

Number of board surveys sent out _____

Requested return date _____

Number of board surveys that are returned _____

Percent of board members who completed the survey _____

Analysis of board survey answers, to be completed prior to the onsite monitoring visit: